



DEPARTMENT OF THE NAVY  
BUREAU OF MEDICINE AND SURGERY  
2300 E STREET NW  
WASHINGTON DC 20372-5300

IN REPLY REFER TO  
BUMEDINST 6010.22  
BUMED-M09BMCR  
30 Aug 2002

BUMED INSTRUCTION 6010.22

From: Chief, Bureau of Medicine and Surgery

Subj: PROFESSIONAL SCHOOL LIAISON OFFICER (PSLO) PROGRAM FOR MEDICAL CORPS, DENTAL CORPS, NURSE CORPS, AND MEDICAL SERVICE CORPS OFFICERS

Ref: (a) COMNAVRESFORINST 1001.5C  
(b) COMNAVRESFORINST 1570.9D

Encl: (1) Application Letter for PSLO  
(2) PSLO Designation Letter  
(3) PSLO Annual Report

1. Purpose. To define the responsibilities of, and provide guidelines for, the administration of the PSLO Program.
2. Background. The knowledge and experience of professional Navy Medical Department officers are essential to ensure that future naval officers enrolled in health education programs receive military career information, guidance, and training. PSLOs are university or college faculty and administrators in medical or health care education programs or affiliated with an education facility. Their role includes mentoring and training students in military scholarship programs as well as providing military career information and referral to Active Duty and Reserve recruiters.
3. Application Guidelines. PSLOs must be in an Active Duty or Reserve status, and have a relationship with a Navy approved health care education program. Retirees or individuals with prior naval service may also serve as PSLOs as approved by the Bureau of Medicine and Surgery (BUMED) program manager on a case-by-case basis. PSLOs must obtain a letter of approval from the college, university, or training program to serve in that role. Application for assignment as a PSLO should be submitted per enclosure (1).
4. Status and Command Relationships. As a collateral duty, the PSLO is in an advisory position that does not dilute the primary legal or regulatory responsibilities of the military command structure. PSLOs receive guidance from the BUMED PSLO program manager (BUMED-M10), BUMED Corps Chief's Reserve Affairs officers, Naval Medical Education and Training Command (NMETC), and Commander, Naval Recruiting Command regarding program specific issues.

5. Responsibilities

- a. Chief, BUMED shall designate all PSLOs in writing per enclosure (2).

b. Deputy Chief BUMED Reserve Affairs (BUMED-M10) shall function as the program manager.

c. BUMED Corps Chief Reserve Affairs officers will:

(1) Provide technical and professional guidance to program participants.

(2) Review and make recommendations to the Chief, BUMED on all PSLO applications.

(3) Develop an orientation program to indoctrinate new PSLOs and update current PSLOs regarding their mission and function.

d. Commanding Officer, NMETC will provide the PSLO with updated information on all Medical Department officer accession programs. Additionally, NMETC will provide the PSLO with a yearly listing of the Navy Armed Forces Health Professions Scholarship Program recipients and Financial Assistance Program participants in their geographic area.

e. PSLOs will:

(1) Maintain an active relationship with an accredited school or program within the United States.

(2) Complete the PSLO training designated by the program manager, as soon as possible after assignment.

(3) Serve as a source of information about Navy traditions, requirements, opportunities, and careers for Navy-sponsored students.

(4) Direct student concerns to the appropriate point of contact.

(5) Disseminate current directives, information, and other guidance from higher authority.

(6) Serve as a point of contact for Navy recruiters for referral and processing of potential applicants for new Active or Reserve Medical Department appointments.

(7) Maintain prospect referral information for recruiters.

(8) Provide an annual summary of activity report to the program manager by 15 January of each year, per enclosure (3).

(9) Notify the program manager within 60 days of their intention to terminate their role as PSLO.

f. In addition to paragraph 5d above, PLSOs who are Reserve officers shall:

(1) Obtain approval for drill credit for PSLO functions from the unit commanding officer prior to credited drill periods.

(2) Maintain records of PSLO activities for drill credit by the documentation of tasks and accomplishments on standard drill forms as per reference (a).

(3) Be familiar with policies and procedures for Reserves regarding rescheduled drills, Reserve Flexibility (REFLEX) drills, and collateral duty guidelines as per reference (b).

(4) Wear their Navy uniform while performing drills as part of the military obligation.

g. Reserve commanding officers and officers in charge will:

(1) Authorize and verify individual drill training. The commanding officer maintains full discretion in determining the number of drills available to the PSLO for this collateral duty.

(2) Ensure compliance with this instruction for drill accounting purposes.

h. Commander, Naval Recruiting Command and Commander, Naval Reserve Recruiting Command will provide promotional items as funding allows.



M. L. COWAN

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30 Aug 2002

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V16 (CG MCB CAMP BUTLER, CAMP LEJEUNE, and CAMP PENDLETON only)

Available at: <http://navymedicine.med.navy.mil/instructions/external/external.htm>

30 Aug 2002

APPLICATION LETTER FOR PSLO

Date: DD/MM/YY

From: Rank, First M. Last, Corps, USN(R), SSN

To: Chief, Bureau of Medicine and Surgery, Attn: BUMED-M10, Washington, DC  
20372-5300

Via: (1) Unit Commanding Officer  
(2) Chief, Bureau of Medicine and Surgery, Reserve Affairs Officer  
(BUMED-M09BMC, M09BDC, M09BNC, or M09BMSC)

Subj: REQUEST ASSIGNMENT AS A PROFESSIONAL SCHOOL LIAISON OFFICER  
(PSLO)

Ref: (a) BUMEDINST 6010.22

Encl: (1) Naval Reserve Qualification Questionnaire (NRPC 1200/1)  
(2) Current curriculum vitae or resume  
(3) Description of current affiliation/relationship  
(4) Acknowledgement letter from college, school, or program

1. Per reference (a), I request assignment as a PSLO for (name and location of school).

Enclosures (1) through (4) are provided for review.

2. The following information is provided for placement into the official PSLO directory:

- a. Full name/degree.
- b. Professional school appointment/affiliation.
- c. Academic title.
- d. Specialty - document any advanced degrees.
- e. Business address, telephone, fax, e-mail.
- f. Home address and telephone number (will not be publicized).

Signature

Enclosure (1)

BUMEDINST 6010.22  
30 Aug 2002

PSLO DESIGNATION LETTER

6010  
Ser M09BMC/xxx  
Date

From: Chief, Bureau of Medicine and Surgery, Washington, DC 20372-5300  
To: Rank, First M. Last, Corps, USN(R), SSN

Subj: APPOINTMENT AS PROFESSIONAL SCHOOL LIAISON OFFICER (PSLO)

Ref: (a) BUMEDINST 6010.22

1. Per reference (a), your application to serve as the PSLO at (specify school) has been approved.
2. The PSLO program manager will provide you with the necessary training materials to assist you in carrying out the responsibilities associated with serving as a PSLO.
3. Your point of contact for the PSLO Program is (Corps Specific Reserve Affairs Officer name, telephone number, and e-mail).

Signature

Copy to:  
BUMED (M10)  
BUMED (All Corps Reserve Affairs Officers)  
NMETC (Code 13)  
COMNAVCRUITCOM (Code 31)  
COMNAVRESCUITCOM (Code N33)  
COMNAVREDCOM Region \_\_\_\_\_  
UNIT CO/OIC  
Senior PSLO Leader

Enclosure (2)

PSLO ANNUAL REPORT

Date

From: Rank, First M. Last, Corps, SSN/Designator

To: Corps Specific Reserve Affairs Officers (BUMED-M09BMC, M09BDC, M09BNC,  
or M09BMSC)

Subj: PROFESSIONAL SCHOOL LIAISON OFFICER (PSLO) ANNUAL REPORT FOR  
(NAME OF UNIVERSITY AND/OR PROGRAM)

Ref: (a) BUMEDINST 6010.22

1. Per reference (a), the following information is submitted:

- a. Number of new contacts.
- b. Number of interviews completed for recruiting.
- c. Group meetings for students on clinical, leadership, or Navy topics
  - (1) Number of meetings.
  - (2) Number of students attending
    - (a) Number of Navy-sponsored students in program.
    - (b) Number of referrals to recruiter.
    - (c) Number of Navy contracts signed (if available).
- d. Updated PSLO information
  - (1) Home address, telephone, email.
  - (2) Business address, telephone, email.
  - (3) Any change in naval or faculty status.

2. Comments.

Signature

Copy to:  
BUMED (Corps specific) Assistant for Reserve Affairs

Enclosure (3)